



MENTAL HEALTH & WELL-BEING POLICY

REF : CEV/Policy/MH

ISSUE : A/02.01.2024

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1. Purpose

At CEV Engineering Pvt. Ltd., we recognize that the mental health and emotional well-being of our employees are essential to their performance, safety, and overall quality of life. This policy outlines our commitment to creating a supportive work environment where individuals can openly address mental health concerns without stigma or discrimination, and where proactive measures are taken to prevent and manage workplace stress.

2. Scope

This policy applies to all employees, contractors, trainees, interns, and any other personnel engaged with CEV Engineering Pvt. Ltd., across all locations and functions.

3. Policy Statement

We are committed to:

- Promoting a culture that supports mental health and emotional well-being.
- Preventing, identifying, and addressing stress and mental health concerns at the earliest opportunity.
- Providing confidential access to professional mental health support services.
- Fostering an inclusive workplace where dignity, respect, and empathy are integral to daily interactions.

4. Objectives

- **Awareness & Education:** Conduct regular training, workshops, and awareness campaigns on mental health, resilience, and stress management.
- **Early Intervention:** Encourage prompt reporting and early assistance for any mental health concerns.
- **Access to Support:** Offer confidential counselling and Employee Assistance Programs (EAP) through internal and external resources.
- **Healthy Workplace Practices:** Promote work-life balance, fair workloads, and supportive management practices.

5. Roles & Responsibilities

a. Management:

- Lead by example in maintaining healthy workplace habits.
- Ensure workloads and operational demands are reasonable and do not cause undue stress.
- Create an environment where mental health discussions are free from judgment.

b. Human Resources (HR):

- Maintain confidential reporting channels.
- Facilitate timely access to professional counselling and mental health support.
- Provide guidance and training for managers to recognize and address mental health issues.

c. Employees:

- Take personal responsibility for their own mental well-being.
- Treat colleagues with empathy, respect, and understanding.
- Seek help early and participate in recommended support programs.



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6. Intervention Procedures

a. Early Identification:

- Encourage employees to self-report stress or mental health challenges without fear of stigma or retaliation.
- Train managers and supervisors to recognize early signs of stress, burnout, anxiety, or depression (e.g., sudden changes in work performance, absenteeism, withdrawal from colleagues, mood changes).
- Provide awareness sessions and workshops on mental health and resilience-building strategies.

b. Confidential Reporting:

- Employees can confidentially report concerns to HR, their manager, or via designated reporting channels.
- Establish confidential reporting mechanisms (e.g., HR hotline, email, or wellness portal) for employees to seek help.
- Partner with professional Employee Assistance Programs (EAP) or licensed counselors for mental health consultations.
- Ensure all personal information is kept strictly confidential unless disclosure is required by law.

c. Immediate Support:

- Upon receiving a concern, HR or the designated Well-being Officer will promptly reach out to the individual in a private, supportive manner.
- If needed, arrange same-day access to a mental health professional for urgent cases.
- Provide temporary work adjustments such as flexible working hours, reduced workload, or remote work options to relieve stress triggers.

d. Flexible Adjustments:

- Where appropriate, temporary adjustments such as flexible hours, workload redistribution, or remote work arrangements will be considered.

e. Crisis Management:

If an employee shows signs of severe distress or risk of self-harm, immediately activate the workplace crisis response protocol:

- Contact in-house or on-call mental health professionals.
- Involve emergency medical services if required.
- Notify an emergency contact person designated by the employee.

7. Confidentiality

All mental health-related information will be treated with the utmost confidentiality, in compliance with applicable laws and company privacy policies. Disclosure will only occur with the individual's consent, except when legally required or necessary to protect safety.



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8. Prevention & Continuous Improvement

- Conduct regular workplace stress risk assessments.
- Gather employee feedback to improve mental health programs.
- Integrate mental health considerations into our broader occupational health and safety strategy.

9. Review

This policy will be reviewed annually, or sooner if necessary, to ensure continued effectiveness and alignment with best practices and legal requirements.

Young Jin Kim

Managing Director

Effective Date: 02.01.2024